Role Description
Maintenance Planning Coordinator

Agency	Sydney Trains
Division/Branch/Unit	Fleet Maintenance Division/Planning & Resourcing
Location	Clyde
Role Grade or Band	RC6
Senior Executive Work Level Standards	Professional / Technical / Specialist
Kind of Employment	Permanent Full Time
Role Number	TBA
ANZSCO Code	133112
PCAT Code	1332121
Job Code	81000343
Health Assessment Category - Safety	Category 4
Vision	N/A - Cat 4 Only
Hearing	N/A - Cat 4 Only
Date of Approval	November 2018
Agency Website	www.sydneytrains.info

Agency overview

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

Primary purpose of the role

The role manages the delivery of all Routine Maintenance (RM) and Major Periodic Maintenance (MPM) activities across all Fleets, to ensure production requirements are being achieved. Prioritise works as required to ensure resources and car availability are aligned with the organisational objectives.

Key accountabilities

- Develop and implement a process framework for the establishment of schedule compliance, to ensure the delivered Routine Maintenance (RM) and Major Periodic Maintenance (MPM) activities are meeting the required plan. Investigate and escalate (as required) any deviations to plan.
- Develop high quality forecasts to enable parts supply by leveraging the best available statistical data, working cross-functionally to include critical inputs, such as projects, and applying judgment based on knowledge of the business and product category.

- Develop and implement a tool(s) to track the delivery of scope and production volumes against time, quality and cost targets for all work carried out.
- Pro-actively engage key partners to collect planning information and translate Maintenance Annual Works Program into a Fleet Maintenance Plan as material planning data for Supply Chain Planning.
- Develop, implement and coordinate the delivery of RM and MPM performance measures, utilising available Enterprise Asset Management Systems.
- Develop maintenance standards in line with planning methodologies and provide an independent view of RM or MPM delivery performance against the annual works programs and Fleet Maintenance Plan.

Key challenges

- Develop an agreed process framework given the breadth of stakeholders to be engaged and the need to then measure that delivery occurs on time and to budget.
- Develop tool(s) for measurement of processes and compliance with current data integrity issues.
- Develop new planning tools in an operating environment that is not yet sufficiently mature in terms of supply chain planning.

Key relationships

Who	Why
Internal	
Maintenance Planning Manager	• Development of Annual Works Delivery Plan. The 12 month projection of RM, MPM and Projects requiring completion and impacting Demand.
Commercial and Supply Chain	• To support the commercial viability of our business via recognising savings potentials in the AWP.
Contracts Management Office	• Responsible to hold the L3 contract holder accountable to KPI's and business requirements. The L3 Contract holder manages Fleet Maintenance Logistics and Supply Chain management.
Asset Management Division (AMD)	• AMD manage the medium (1-5 year) to long term (5-10 year) asset strategy and provide FMD funding, based on AWP requirements. AMD also manage the Technical Maintenance Plan (TMP) strategies, which dictate our current and future maintenance requirements.
External	
UGL-Unipart	• Current L3C provider by performing Logistics and Supply chain management and a variety of MPM works.
NSW Trainlink	• Asset Owner for Intercity Fleets, maintained by Sydney Trains.

Role dimensions

Decision making

Independent decision making requirements of the position include:

- Develop forward production plan to deliver efficient and effective maintenance.
- Determine appropriate forecasting assumptions.
- Report information and formats for business use.
- Developing appropriate tools.

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Reporting line

The role reports to the Maintenance Planning Manager.

Direct reports

The role has no direct reports.

Budget/Expenditure

Nil

Essential requirements

Understanding and experience in supply chain & planning methodologies using SAP or equivalent Enterprise Resource Planning systems is preferred.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Adept
	Work Collaboratively	**Advanced**
	Influence and Negotiate	**Adept**
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Advanced	• Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Relationships Influence and Negotiate	Adept	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results	Adept	• Take responsibility for delivering on intended outcomes

Group and Capability	Level	Behavioural Indicators
Deliver Results		• Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation

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